PAKISTAN AGRICULTURAL RESEARCH COUNCIL (PARC)
AGRICULTURAL LINKAGES PROGRAMME (ALP)

On-Site Monitoring, Evaluation & Assessment Proforma

1. Basic Project Information

Project Title			
Project Code		**Batch No.**	
PI / Project Leader		**Institution / Division**	
Province		**Site(s) Visited**	
Start Date		**End Date (Approved)**	
Approved Cost (Rs. m)		**Total Releases (Rs. m)**	
Cumulative Expenditure (Rs. m)		**Utilization (%)**	
Date of Monitoring Visit		Status	

2. Monitoring & Evaluation Team

S. No.	Name	Designation / Role	Signature
1			
2			
3			

3. Progress Against Objectives, Milestones & Activities

S. No.	Objective / Milestone/KPIs	Approved Target	Reported Achievement	Physically Verified	Progress %	Evidence / Remarks
1						
2						
3						

If any objective/milestone is behind schedule, indicate reason(s):

Which objective couldn't be achieved:			
☐ Funding delay	☐ Procurement delay	☐ HR constraints	☐ Technical / scientific
☐ Field access	☐ Administrative issues	☐ Weather / environmental/Disaster	☐ Other: _____

4. On-Site Field, Technical, Output & Financial Verification

Verification Item	Verified	Not Verified	Evidence / Remarks
A. Physical Verification			
Project activities actually being conducted on ground	☐	☐	
Experimental sites / trials / demonstrations functional	☐	☐	
Equipment, facilities and infrastructure available	☐	☐	
Sample / data registers maintained on site	☐	☐	

Verification Item	Verified	Not Verified	Evidence / Remarks
B. Scientific Verification			
Approved methodology being followed	☐	☐	
Sampling design and coverage adequate	☐	☐	
Laboratory / field records maintained; QA/QC in place	☐	☐	
Results supported by underlying data	☐	☐	
Verification/Labelling of Lab/Field Equipment	☐	☐	
C. Output Verification			
Publications / conference papers / technical reports	☐	☐	
Technologies, protocols, SOPs, diagnostic methods	☐	☐	
Datasets, germplasm / biological material, patents / IPR	☐	☐	
Trainings, policy briefs, demonstration trials	☐	☐	
D. Financial / Procurement Verification			
Equipment purchased, functional and in use for project	☐	☐	
Consumables and inputs available; stock register maintained	☐	☐	
Proper book keeping (cash book, disbursement book, budget control etc.)	☐	☐	
Expenditure consistent with activities and budget heads	☐	☐	
Supporting vouchers, bank statements available for audit	☐	☐	
Any internal audit done before (if yes please provide copy)	☐	☐	

5. Financial Summary (Budget Head-wise)

Budget Head	Approved (Rs.)	Expenditure (Rs.)	Utilization (%)
Establishment			
Operationl			
Consumables			
Travel & Field Work (TA/DA)			
Equipment / Capital			
Contingencies / Others			
Total			

6. Outcomes, Application & Research Uptake

Contribution of the project to (tick all that apply):

Research uptake / application	Quantification
a) ☐ Improved crop / livestock productivity	
b) ☐ Improved food safety / quality	
c) ☐ Technology adopted by farmers / industry	

d) ☐ Capacity building of researchers / institutions	
e) ☐ Improved disease control / diagnostic capacity	
f) ☐ Improved environmental sustainability	
g) ☐ Policy / planning influenced	
h) ☐ Economic / livelihood benefits generated	

7. Weighted Performance Scorecard

S. No.	Performance Component	Weight (%)	Rating (0-5)	Weighted Score
1	Achievement of research objectives	**25**		
2	Achievement of milestones / activities / KPI	**10**		
3	Scientific quality (methodology, data, QA/QC)	**10**		
4	Research outputs (publications, technologies, HRD)	**10**		
5	Outcomes / application / uptake	**10**		
6	Financial efficiency and compliance	**10**		
7	Capacity building and collaboration	**10**		
8	Socio-economic / environmental impact	**10**		
9	Sustainability and Way forward	**5**		
	TOTAL	**100**		

Weighted score = (Rating ÷ 5) × Weight. **Grading:** 90–100 Excellent | 75–89 Very Good | 60–74 Satisfactory | 40–59 Needs Improvement | <40 Critical Review

Composite Score: _____ / 100 **Overall Grade:** _____

8. Key Observations/Pen Picture

Major Achievements / Strengths	Shortcomings / Gaps / Delays
Technical Issues Observed	**Financial Issues / Deviations from Approved PC**

10. Recommendations & Way Forward

S. No.	Recommendation / Corrective Action	Responsible Person / Institution	Timeline
1			
2			
3			
4.			
5.			

11. Final Recommended Action (tick applicable)

☐ Continue as planned	☐ Continue with corrective measures
☐ Technical review required (TAC / peer review)	☐ Management intervention required
☐ Budget / work-plan revision required	☐ Extension / no-cost extension recommended
☐ Project closure recommended	☐ Refer to ALP Secretariat for special review

Signatures of the Monitoring Team:

_____	_____	_____
Director, P M&E	**Technical Expert**	**Financial Expert**
Date: _____	Date: _____	Date: _____

_____	_____
Director, ALP	**Desk Officer**
Date: _____	Date: _____